

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAJS-J1-SP

17 March 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-17 – Expires 1 May 2009

1. The Military Department is accepting applications for the State Active Duty established position indicated below. Applicants should submit their application as soon as possible. The initial appointment will be for a term greater than six months and provides full benefit status for the appointee and their beneficiaries. This vacancy announcement expires 1 May 2009 unless sooner rescinded.
2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	Director of Operations, Air (SAD O-6)
b. EMPLOYMENT LOCATION:	JFHQ, Sacramento, CA
c. PROJECTED EMPLOYMENT DATE:	1 June 2009
d. SELECTING SUPERVISOR:	Deputy Adjutant General, Air

3. The basic qualification requirements are:
 - a. Military Service: Members of the active California Air National Guard in the grade of O-5 through O-6 may apply. **If selected, Air National Guard Officers that currently hold the rank of O-5 may be paid at the pay rate of SAD O-5 or SAD O-6 at the discretion of Deputy Adjutant General, Air**
 - b. Education/Experience:
 - (1) Must have completed civilian and military educational requirements commensurate with the grade of the applicant. Baccalaureate Degree and completion of USAF Air Command and Staff College or comparable Military education is required. **Attach highest level of certification.**
 - (2) Graduate of the ACC Flight Safety Program Management or Chief of Safety courses is desired. **Attach certification.**
 - (3) Must have a minimum of ten years experience in USAF/ANG Operations and Training.
 - (4) Must possess strong administrative management skills and the ability to make timely, well-considered decisions; able to exercise independent judgment and use initiative in organization and supervision.
 - c. Communication Skills: Must possess excellent written and verbal communication skills; the ability to communicate effectively with individuals at all levels in both civilian and military organizations.
 - d. Security Clearance: Must possess at least a current Secret security clearance.
4. Other requirements are indicated below:
 - a. Must be a USAF rated officer.
 - b. Must have a demonstrated ability to make sound managerial decisions, exercise independent judgment, use initiative, plus organize and supervise.
 - c. Strong verbal and written communication skills.
 - d. Appropriate military uniform with federally recognized rank will be worn in accordance with current AF Instructions.
 - e. Must meet height/weight and physical fitness standards prescribed by current AF Instructions. **Submit current height/weight and physical fitness test results with application.**

5. **PRINCIPLE FUNCTIONS:** The Director of Operations, Air, performs the following duties:
 - a. Oversees all operational flying activities of all California Air National Guard flying units to ensure compliance with all applicable policies and directives. Responsible for the overall management of the Headquarters Staff Assistance Program. He/she is responsible for monitoring all proceedings involving California Air National Guard aircraft accidents. Functions as the Headquarters, California Air National Guard Flying Safety Officer responsible for monitoring and inspecting all California Air National Guard flying Safety Programs.

b. Plans and organizes Operations Programs. Reviews Command missions in terms of specific objectives and relative priorities. The incumbent writes, reviews, amends, or rescinds new or current California Air Guard formal air operations directives and is responsible for development and management of new operational missions.

c. Develops workable plans for the orderly mobilization of the California Air National Guard for duty in time of war or during State/Federal emergencies. Coordinates activities of the Air Division staff for special subjects including communications, inspections and flight operations. Advises The Adjutant General and Deputy Adjutant General, Air regarding combat readiness and operational effectiveness of California Air National Guard Units.

d. Coordinates with the Military Department's Joint Operations Center (JOC) in matters involving the joint operations of the State Military Forces, including development of methods to use Air National Guard units in support of civil authorities during State disasters, civil disturbance, and other emergencies. Assures availability of communications, rescue and airborne fire fighting resources in support of State requirements. Provides a focal point for operational control of assigned California Air National Guard units during periods of State emergency/contingency operations. Provides decisive command direction to California Air National Guard units based upon current data available to the commander. Directs and monitors California Air National Guard Operations and special missions, contingency missions, and other missions as designated by The Adjutant General in support of the Governor or President.

e. Responsible for the effective management of all day to day operations functions to assure compliance with federal and State directives. Maintains a working knowledge of major functional areas, both Army and Air. Plans and recommends techniques for the improvement of procedures that will result in increased cost effectiveness. Maintains information on current capability of the California Air National Guard. Collects operational data for presentation to the commander and Headquarters staff. Complies and submits operational information and reports as required by the National Guard Bureau and USAF gaining commands. Provides the office of primary responsibility for all Headquarters and field communications matters pertinent to the California Air National Guard.

f. Responsible for joint planning and coordination of California Army/Air National Guard joint training/familiarization/and exercise activities.

g. Coordinates with the OTAG Public Affairs Office regarding public and community demonstrations and displays of California ANG equipment and orientation flights.

h. Coordinates all air transportation and California ARNG and ANG personnel in support of National Guard Bureau business trips, site visits, and special events.

i. Performs other duties as assigned.

6. Reimbursement for moving and relocation expenses will not be paid.

7. This is non-flying Headquarters/Air Division staff position. This position is not authorized flight pay or aviation career incentive pay.

8. Individual selected for this position is eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Program, Pre-paid Legal Services, Long Term Disability Insurance, Long Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

9. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to the Office of The Adjutant General, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in State Personnel no later than close of business on expiration date. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
Electronic A, M & T
Cal Guard CASS Homepage
Manual Army & Air Sites and Stations

Jeffrey W Magram 16 March 09
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet to assist applicant with submission of a complete and accurate application.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached your civilian and military education certificates?	
Have you attached your current height/weight & PT test results?	